

ORD-5275-72

14 SEP 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -

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1. It is recommended that [REDACTED] of the Office of the Director for Research and Development be granted a Quality Step Increase from GS-7, step 5 to GS-7, step 6 in recognition of her sustained exceptional performance during the past year. A copy of her most recent fitness report is attached for reference.

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2. [REDACTED] is without doubt among the more capable, hard-working and efficient secretaries in the Agency. She is intelligent and uses this asset in conducting her duties. She is innovative in organizing her work and the office procedures. [REDACTED] is responsible for assuring proper distribution, coordination and follow-up of all correspondence and communications entering the Office of the Director for action as well as information. She determines the routing according to the subject matter or the action necessitated by the contents of the document. The smooth functioning and flow of paperwork can be attributed largely to the competence with which [REDACTED] performs this job with a minimum of supervision and guidance.

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3. Another example of exemplary performance is [REDACTED] work in editing and retyping the 1962 - 1968 ORD History. She assisted in the review and evaluation of the earlier suggestions from the CIA Historical Staff, revamping the old material, researching additional material, and reformatting the composited material. She completed a finished report from shorthand and handwritten notes, from filed correspondence and notices and, in some instances, by her personal work on the basic history as written in the first of the "final" drafts. In addition, she personally coordinated the ORD effort with the DDS&T Historical Officer and participated in meetings to critique the work as it progressed. [REDACTED] completed this work singlehandedly and in addition to her regular duties.

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approved

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25X1A9a [REDACTED]

4. A third example relates to a change in a reporting procedure during the past year that produced a new requirement which resulted in a 48-page document designated as the "Annual Report." This combined the information for the President's Foreign Intelligence Advisory Board and the Office history for the past twelve months. [REDACTED] responded on a short deadline by producing drafts from very rough data and on a weekend completed the final copy singlehandedly with no supervision.

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5. [REDACTED] is mature, performs in a professional manner and is respected for her unusual proficiency, competence and effectiveness. This high quality of work has continued for a sufficient period of time to indicate that it is not sporadic and that it will continue in the future.

6. Consequently, it is strongly recommended that a Quality Step Increase be approved and be effective at the first possible opportunity.

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Sayre Stevens

Director of Research and Development

Attachment
As stated

CONCUR:

Deputy Director for Science and Technology

Date

The recommendation contained in paragraph 1 is approved.

Director of Personnel

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